

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2003 - JUNE 30, 2004**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
2004 JUL 21 PM 3:19
THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Department of Child Support Services

Division/Unit:

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	7	Hours:	1285	x	\$17.19	=	\$22,089.15
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Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical support, general business and office assistance, compiling statistics, generating reports.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	_____	Hours	_____	x	\$ 17.19	=	_____
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
_____	_____	x	_____	=	\$ _____

No. Vol	_____	Total Hours	_____	Total Value	\$ _____
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar</u>	<u>Benefit</u>
2a: <u>7</u>	<u>1285</u>	\$	<u>22,089.15</u>
2b: _____	_____	\$	
2c: _____	_____	\$	

TOTALS: 7	Total Hours: 1285	Total Value: \$22,089.15
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

TOTAL VALUE \$

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours: 128.5 x Rate: \$24.55 =

\$ <u>3154.68</u>

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours: 92 x Rate: \$26.13 =

\$ <u>2403.96</u>

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

Item	Cost

TOTAL OF OTHER PROGRAM COSTS

=

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 5558.64

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 22,089.15

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$

ADD a + b \$

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 5,558.64)

TOTAL PROGRAM BENEFIT \$ 16,530.51

6. **RECRUITING:**

Please describe your recruiting programs:

Career fairs, building relationships with local colleges, universities and high schools, advertising on our website, engaging with our supervisors, connecting with other county departments within PSG such as Alternate Public Defender.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

For FY 04/05, we plan to continue to participate in career fairs and engage more local colleges in partnering with DCSS. This will fulfill student internship requirements and establish more formal internal development programs which enable our supervisors to meet the needs of the interns. We plan to increase the number of volunteers and provide them with a certificate of completion.

9. **GENERAL INFORMATION:**


Name of Person Completing Report: **Kathy Rippy**

Phone Number: 619-578-6645 Mail Stop: C-77 E-Mail: krippy@sddcss.org

Volunteer Coordinator: **Kathy Rippy**

Phone Number: 619-578-6645 Mail Stop: C-77 E-Mail: krippy@sddcss.org

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7/19/2004

DATE